

Executive Summary: The Office of Citizen Exchanges' Youth Programs Division announces an open competition for the American Serbia and Montenegro Youth Leadership Exchange (A-SMYLE) Program. The A-SMYLE program enables high school students from Serbia and Montenegro to spend one academic year in the United States, living with American host families and attending high school. Public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit proposals to recruit and select high school students aged 15-17 from Serbia and Montenegro, place them with host families and schools for the 2013-14 academic year of study in the United States, provide activities that will enable

the students to learn about leadership, civic responsibility, community activism, democracy, and American society, educate Americans about their countries and cultures, and support alumni in projects in the students' home countries.

I. Funding Opportunity Description Authority:

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

Purpose:

The goals of the A-SMYLE program are to:

- develop a sense of civic responsibility and commitment to community development among youth
- foster relationships among youth from different ethnic, religious, and national groups
- assist the successor generation of Serbia and Montenegro in developing the qualities it will need to lead their countries in the 21st century
- promote mutual understanding between the people of the United States and the people of Serbia and Montenegro

With these goals in mind, the program seeks to select approximately 67 students with leadership potential.

Participants will reside with American host families and attend high school during the 2013-14 academic year.

Programmatic activities will introduce students to youth leadership, civic education, civil society, and community service, as they are practiced in the United States. Upon the students' return to Serbia and Montenegro, the program will continue to support the students with follow-on and

alumni activities as they apply their experiences in the United States to their lives at home.

In a cooperative agreement, ECA/PE/C/PY is substantially involved in program activities above and beyond routine monitoring. ECA/PE/C/PY activities and responsibilities for the A-SMYLE program include:

- Providing advice and assistance in the execution of all program components.
- Serving as liaison between the award recipient and personnel within the Department of State, including ECA, the regional bureaus, and overseas posts.
- Monitoring and evaluating the program and its participants through communication by email, phone, and site visits.
- Issuing DS-2019 forms for the participants. All participants will travel on a U.S. government designation for the J-1 Exchange Visitor Program.
- Creating and maintaining SEVIS records, including updating status.

- Hosting an annual meeting that includes the award recipient and its sub-awardees (if applicable) to provide program guidance.
- Approving program promotional materials and website information.
- Representing the U.S. Government as the program sponsor at exchange activities, program events, and orientations.
- Publicizing program highlights and responding to Congressional and Department requests for information.

Guidelines:

Applicants are requested to submit a narrative outlining a comprehensive strategy for the administration and implementation of the A-SMYLE program that includes the responsibilities outlined in the Project Objectives, Goals and Implementation (POGI) document and in accordance with the J Exchange Visitor Program.

Applicants must be able to implement the program components both in the United States and in Serbia and Montenegro. The organization must describe their overseas structure used

for recruitment and selection in Serbia and Montenegro, and must be able to dedicate key staff to this program who possess a thorough understanding of the secondary school student Exchange Visitor (J-visa) Program regulations.

Proposed funding would support approximately 67 participants for an academic year program in 2013-14. Approximately 18% of the total number, or 12 students, should be recruited from Montenegro; the rest should be recruited from all regions of Serbia.

Applicants should include a recruitment plan, including a schedule. Participants should be competitively selected on the basis of merit through a robust screening process, and the process should be open, transparent, and free of the appearance or perception of political influence and corruption. The recipient organization must coordinate initial overall planning with U.S. embassy staff at the project's onset and discuss embassy involvement in the program. A special recruitment effort should target eligible applicants with significant physical disabilities.

Student participants will arrive in their host communities during the month of August 2013, and remain for 10 or 11 months until their departure between mid-May and June 2014. The students will attend a U.S. high school and live with an American family, developing an understanding of U.S. life and culture. In addition to these firsthand experiences, students will participate in activities specifically designed to teach them about community life, citizen participation in a democracy, and U.S. culture during the exchange period. Participants will have the opportunity to give presentations on their country and culture in community forums. While in the United States, the focus of many of the students' enhancement activities will include principles of civil society, community service, and leadership through focused training and facilitation.

Upon the students' return to Serbia and Montenegro, the program will continue to support them as they apply their experiences in the United States to their lives at home. The ability of the recipient organization to track and engage alumni is a critical factor in the success of the

program. Appropriate financial and organizational support for the follow-on component for alumni is as important as the U.S. exchange.

Administration of the program must be in compliance with federal, state, and local tax reporting and withholding regulations as applicable. Recipient organizations must demonstrate regulation adherence in the proposal narrative and budget.

The J-visa regulations are set forth in the 22 CFR 62:

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=c329fb110ea15b0bf4b16f4d88cb4d16&rgn=div5&view=text&node=22:1.0.1.7.37&idno=22#PartTop>.

II. Award Information:

Type of Award: New Cooperative Agreement. ECA's level of involvement in this program is listed under number I above.

Fiscal Year Funds: FY 2012

Approximate Total Funding: \$1,150,000

Approximate Number of Awards: One

Approximate Average Award: \$1,150,000

Anticipated Award Date: Pending availability of funds,
June 2012

Anticipated Project Completion Date: August 2015

Additional Information: Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this cooperative agreement for two additional fiscal years, before openly competing it again.

III.) Eligibility Information:

III.1. Eligible applicants: Applications may be submitted by public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c) (3).

III.2. Cost Sharing or Matching Funds: There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110, (Revised), Subpart C.23 - Cost Sharing and Matching. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

III.3. Other Eligibility Requirements:

Bureau grant guidelines require that organizations with fewer than four years experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making one award to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than

four years experience in conducting international exchanges are ineligible to apply under this competition. The Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

IV. Application and Submission Information:

Please read the complete announcement before sending inquiries or submitting proposals. Once the RFGP deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

IV.1. Contact Information to Request an Application

Package: Please contact the Youth Programs Division, ECA/PE/C/PY, SA-5, Floor 3, U.S. Department of State, Washington, D.C. 20037, telephone (202) 632-6052, fax (202) 632-9355, or e-mail SchulzAJ@state.gov to request a Solicitation Package. Please refer to Funding Opportunity Number ECA/PE/C/PY-12-12, located at the top of this announcement, when making your request.

Alternatively, an electronic application package may be obtained from Grants.gov. Please see section IV.3f for further information.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document, which consists of required application forms and standard guidelines for proposal preparation. It also contains the Project Objectives, Goals and Implementation (POGI) document, which provides specific information, award criteria and budget instructions tailored to this competition.

Please specify Program Officer Amy Schulz and refer to the Funding Opportunity Number (ECA/PE/C/PY-12-12) at the top of this announcement on all inquiries and correspondence.

IV.2. To Download a Solicitation Package via the Internet:

The entire Solicitation Package may be downloaded from the Bureau's website at

<http://exchanges.state.gov/grants/open2.html> or from the Grants.gov website at <http://www.grants.gov>.

Please read all information before downloading.

IV.3. Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under IV.3f. "Application Deadline and Methods of Submission" section below.

IV.3a. You are required to have a Dun and Bradstreet Data Universal Numbering System (DUNS) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access <http://www.dunandbradstreet.com> or call 1-866-705-5711. Please ensure that your DUNS number is included in the appropriate box of the SF - 424 which is part of the formal application package.

IV.3b. All proposals must contain an executive summary, proposal narrative and budget.

Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document

and the Project Objectives, Goals and Implementation (POGI) document for additional formatting and technical requirements.

IV.3c. All federal award recipients must maintain current registrations in the Central Contractor Registration (CCR) database. Recipients must maintain accurate and up-to-date information in the CCR until all program and financial activity and reporting have been completed. ***All entities must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. Failure to register in the CCR will render applicants ineligible to receive funding.***

You must have nonprofit status with the IRS at the time of application. Please note: Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of

the following ways: Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form. Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will be required to submit a one-page document, derived from their program reports, listing and describing their activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of cooperative agreement activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

If your organization is a private nonprofit that has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received

nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. If you fail to include this documentation, your proposal will be declared technically ineligible.

IV.3d. Please take into consideration the following information when preparing your proposal narrative:

IV.3d.1 Adherence To All Regulations Governing The J Visa

The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this RFGP, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J-visa). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative agreement) under this RFGP will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's

compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J-visa) Programs and adherence by recipient organizations and program participants to all regulations governing the J-visa program status. Therefore, proposals should explicitly state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of J-visa programs as set forth in 22 CFR 62. If your organization has experience as a designated J-visa program sponsor, you should discuss your record of compliance with 22 CFR 62 et. seq., including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The Office of Citizen Exchanges of ECA will be responsible for issuing DS-2019 forms to participants in this program.

ECA will review the record of compliance with 22 CFR 62 et seq. of applicant organizations designated as Exchange Visitor Program Sponsors by ECA's Office of Private Sector Exchange as one factor in evaluating the record/ability of organizations to carry out successful exchange programs.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://exchanges.state.gov> or from: Office of Designation, Private Sector Programs Division, U.S. Department of State, ECA/EC/D/PS, SA-5, 5th Floor, 2200 C Street, NW, Washington, DC 20037.

IV.3d.2. Diversity, Freedom and Democracy Guidelines

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass

differences including, but not limited to ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities. Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Please refer to the review criteria under the "Support for Diversity" section for specific suggestions on incorporating diversity into your proposal. Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the fullest extent deemed feasible.

Funds provided through this award may not be used to promote participation in, or to purchase equipment or

supplies intended for, activities related to religious worship or proselytization. Host families, school officials, and placement organizations shall not require program participants to attend religious services. However, as part of their exchange experience, participants may be offered the opportunity to take part voluntarily in this facet of their host culture, at their own discretion.

Volunteer host families (who receive no financial benefit from cooperative agreement funds) are encouraged to enable participants living with them to attend services of the participant's religion, if the participant so desires and the services are available within a reasonable distance of the host family's residence.

IV.3d.3. Program Monitoring and Evaluation

Program Monitoring includes Participant Monitoring, which focuses specifically on ensuring students' safety and well-being throughout the year; see Review Criterion #3 for additional information. This section focuses on other aspects of Program Monitoring.

Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the

end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Your evaluation plan should include a description of your project's objectives, your anticipated project outcomes, and how and when you intend to measure these outcomes (performance indicators). The more that outcomes are "SMART" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the

easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this RFGP.

Your monitoring and evaluation plan should clearly distinguish between program outputs and outcomes. Outputs are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

We encourage you to assess the following four levels of outcomes, as they relate to the program goals set out in the RFGP (listed here in increasing order of importance):

1. **Participant satisfaction** with the program and exchange experience.

2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
3. **Participant behavior**, concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

Please note: Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups). (Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

IV.3e. Please consider the following information when preparing your budget: Applicants must submit SF-424A - "Budget Information - Non-Construction Programs" along with a comprehensive budget for the entire program. Please

indicate clearly the number of students funded. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification. **Proposals that demonstrate low costs per participant will be deemed more competitive.**

Allowable costs for the program and additional budget guidance are outlined in detail in the POGI document.

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

IV.3f. Application Deadline and Methods of Submission:

Application Deadline Date: March 9, 2012

Reference Number: ECA/PE/C/PY-12-12

Methods of Submission

Applications may only be submitted electronically through Grants.gov (<http://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the "Find" portion of the system.

Along with the Project Title, all applicants must enter the above Reference Number in Box 11 on the SF-424 contained in the mandatory Proposal Submission Instructions (PSI) of the solicitation document.

PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov.

Please follow the instructions available in the "Get Started" portion of the site (<http://www.grants.gov/GetStarted>).

Several of the steps in the Grants.gov registration process could take several weeks. Therefore, applicants should check with appropriate staff within their organizations immediately after reviewing this RFGP to confirm or determine their registration status with Grants.gov.

Once registered, the amount of time it can take to upload an application will vary depending on a variety of factors

including the size of the application and the speed of your internet connection. In addition, validation of an electronic submission via Grants.gov can take up to two business days. Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "For Applicants" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system. ECA bears no responsibility for data errors resulting from transmission or conversion processes. Direct all questions regarding Grants.gov registration and submission to:

Grants.gov Customer Support

Contact Center Phone: 800-518-4726

Business Hours: Monday - Friday, 7AM-9PM Eastern Time

Email: support@grants.gov

Applicants have until midnight (12:00 a.m.), Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site.

There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the Grants.gov system, and will be technically ineligible.

Please refer to the Grants.gov website, for definitions of various "application statuses" and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from Grants.gov upon the successful submission of an application. Again, validation of an electronic submission via Grants.gov can take up to two business days. Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov. ECA will not notify you upon receipt of electronic applications.

It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their

entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.

IV.3g. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

V. Application Review Information

V.1. Review Process

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. In addition, ECA will review the record of compliance with 22 CFR 62 et seq. of applicant organizations designated as Exchange Visitor Program Sponsors by ECA's Office of Private Sector Exchange. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas at the U.S. Embassy in Belgrade and Podgorica. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department

elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (cooperative agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, increase proposal budgets, or otherwise amend the scope of activities in accordance with the needs of the program and availability of funds.

REVIEW CRITERIA

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered.

1. Program Planning and Ability to Achieve Program

Objectives: The program narrative should exhibit originality, substance, and relevance to the Bureau's mission. A detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity, including overseas planning. Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan. Reviewers will assess the

degree to which proposals address recruitment and selection, engage participants in community activities that involve skills development and leadership training, and to which the proposed outcomes of the project are realistic and measurable. Strategies should creatively utilize resources at the local level to ensure an efficient use of program funds.

2. **Support of Diversity:** Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (e.g., selection of participants, host families and schools; program venue; and program evaluation) and program content (e.g., orientations, program meetings, resource materials and follow-up activities).

3. **Participant Monitoring:** The proposal must include a detailed monitoring plan that addresses Student, Local Coordinator (LC) and Host Family (HF) monitoring. Given the importance the Department places on this criterion, you should dedicate a significant percentage of the narrative to explaining how you will achieve the Department's goals in regard to monitoring. You may use the appendices to

house additional details and supporting documentation.

Please see the Project Objectives, Goals, and Implementation (POGI) for additional details regarding this review criterion.

4. Institutional Capacity and Institution's Record:

Proposed personnel and institutional resources should be adequate and appropriate to achieve the Project's goals and outcomes. Reviewers will assess the applicant and its partners, if any, to determine if they offer adequate resources, expertise, and experience to fulfill program objectives. Partner activities should be clearly defined. Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with reporting and regulatory requirements. Past performance of recipients will be considered. For new applicants, proposals should demonstrate capacity to participate in the Program. In addition, organizations designated as Exchange Visitor Program Sponsors must include a discussion of their record of compliance with 22 CFR 62 et seq., including the oversight of their Responsible Officers and Alternate Responsible Officers, screening and selection of program

participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements. Proposals that fail to include the above information in their narrative will be deemed less or not competitive under this review criterion. ECA will review the record of compliance with 22 CFR 62 et seq. of organizations designated as Exchange Visitor Program Sponsors as one factor in evaluating the record/ability of organizations to carry out successful exchange programs.

5. Multiplier Effect/Follow-on Activities: Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages. Reviewers will assess ways in which proposals include innovative ideas to expose American communities to A-SMYLE Program-related goals and activities that involve students, host families, and schools. This includes media outreach, visits to local and national government representatives, Internet-based applications and other interactions. Proposals should provide a plan for continued follow-on

activity (with and without Bureau support) ensuring that Bureau supported programs are not isolated events, and should provide a description of the strategy for the continuation of contact with alumni from previous years and reinforcement of skills and knowledge acquired through the program.

6. **Program Evaluation:** The proposal should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. The Bureau recommends that the proposal include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original program objectives. The successful applicant will be expected to submit quarterly reports, which should be included as an inherent component of the work plan.

7. **Cost-effectiveness and Cost-sharing:** Demonstrate efficient use of Bureau funds. The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct

funding contributions. Preference will be given to organizations whose proposals demonstrate a quality, cost-effective program.

VI. Award Administration Information

VI.1a. Award Notices:

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and mailed to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

VI.2 Administrative and National Policy Requirements:

Terms and Conditions for the Administration of ECA agreements include the following:

Office of Management and Budget Circular A-122, "Cost Principles for Nonprofit Organizations."

Office of Management and Budget Circular A-21, "Cost Principles for Educational Institutions."

OMB Circular A-87, "Cost Principles for State, Local and Indian Governments."

OMB Circular No. A-110 (Revised), Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations.

OMB Circular No. A-102, Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments.

OMB Circular No. A-133, Audits of States, Local Government, and Non-profit Organizations

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb/grants>

<http://fa.statebuy.state.gov>

VI.3. Reporting Requirements

You must provide ECA with a hard copy original plus one copy of the following reports:

1. A final program and financial report no more than 90 days after the expiration of the award.
2. A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.
3. A SF-PPR, "Performance Progress Report" Cover Sheet with all program reports, including the SF-PPR-E and SF-PPR-F.

Electronic quarterly program and financial reports, which should include both quantitative and qualitative data. Award

recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to IV. Application and Submission Instructions (IV.3.d.3) above for Program Monitoring and Evaluation information.)

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

All reports must be sent to the ECA Grants Officer and ECA Program Officer listed in the final assistance award document.

Program Data Requirements:

Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. As a minimum, the data must include the following:

1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.

2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three work days prior to the official opening of the activity.

VII. Agency Contacts

For questions about this announcement, contact: Amy Schulz, SchulzAJ@state.gov or by phone: (202) 632-6052, Office of Citizen Exchanges, ECA/PE/C/PY, SA-5, Floor 3, Department of State, Washington, DC 20037. All correspondence with the Bureau concerning this RFGP should reference the above title and number ECA/PE/C/PY-12-12. Please read the complete announcement before sending inquiries or submitting proposals. Once the RFGP deadline has passed, Bureau staff may not discuss this competition

with applicants until the proposal review process has been completed.

VIII. Other Information:**Notice:**

The terms and conditions published in this RFGP are binding and may not be modified by any Bureau representative.

Explanatory information provided by the Bureau that contradicts published language will not be binding.

Issuance of the RFGP does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements per section VI.3 above.

Ann Stock

Date

Assistant Secretary

Bureau of Educational and Cultural Affairs

U.S. Department of State

VIII. Other Information:**Notice:**

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Explanatory information provided by the Bureau that contradicts published language will not be binding.

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J. Adam Ereli

Date

Principal Deputy Assistant Secretary

Bureau of Educational and Cultural Affairs

U.S. Department of State